

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS0397303  
POSITION NO: 241806  
CLASS CODE: 2236

Date Posted: 12/17/12  
Closing Date: 12/31/12

POSITION TITLE: INVESTIGATOR  
DEPARTMENT NAME: DSS/Navajo Nation Program for Self Reliance  
DEPARTMENT NO: 39 WORKSITE LOCATION: Gallup, New Mexico  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A  
Days: Monday - Friday Permanent: ☒  
Hours: 8:00 AM - 5:00 PM Temporary: ☐ SALARY:  
Part-Time: ☐ Duration: \_\_\_\_\_ \$ 34,944.00 Per Annum  
No. of Hrs/Wk: 40 \$ 16.80 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Conducts investigations regarding alleged customer violations of policies and regulations. Investigates alleged violations by collecting evidence and interviewing witnesses to obtain information regarding alleged violations or regulatory noncompliance. Applies applicable Navajo Nation Program for Self Reliance (NNPSR) policies and eligibility guidelines to investigations of alleged fraud. Monitors, examines, and analyzes records and files; detects improprieties; determines pertinent information for investigation. Uses recording devices in investigation process to document findings and transfers recorded information into report. Utilizes computers and modern office equipment to process and complete routine duties, reports and monitors cases and payment information. Prepares cases for legal actions and/or prepares documents for use in administrative (formal) or court hearings; testifies in administrative or court hearings as an official witness. Performs related duties as required and deemed necessary.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Criminal Justice, Criminology, Public Administration, or related field;

**Experience:**

Two (2) years of legal investigative work; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of: welfare fraud; Navajo Nation, federal, and state laws, regulations, and guidelines governing aspects of tribal operations; principles, practices, and methods of criminal investigation; standard investigative techniques, and court proceedings, ability to testify in court. Skill in: conducting interviews and interrogations; recognizing, collecting, and preserving physical evidence; and establishing and maintaining effective working relationships. Strong writing and presentation skills required. Work requires sitting at a desk and driving a motor vehicle; work is typically in an office setting.

**License/Certification Requirements:**

**PREFERRED:** Must pass a criminal background check and employee assessment prior to employment. Must possess a valid state driver's license; within 90 days of employment must obtain a Navajo Nation Vehicle Operator's

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**